

City of Duluth
Policy and Procedure
Acknowledgment of Understanding

New Policy Name: _____ Date Received: _____

Replaces Policy: _____

Department: _____ Division: _____

Employees must sign and print their name and date indicating that they have read the new policy/procedure. Supervisory staff must return this form to Human Resources within one month of receipt of new policy/procedure. These policies are not intended to create a contract or agreement between the City and its employees. Employees covered by a collective bargaining agreement should refer to their specific agreement which governs terms and conditions of employment.

Signature	Print Name	Date